

**STATE OF MARYLAND
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



Invitation for Bids (IFB) No. S00R8400019

COURIER SERVICES

IFB Issue Date: June 12, 2018

Procurement Officer: Joy Niles
7800 Harkins Road
Lanham, Maryland 20706
Phone: (301) 429-7585
E-mail: joy.niles@maryland.gov

Bids are to be sent to: Department of Housing and Community Development
7800 Harkins Road
Lanham, Maryland 20706
Attention: Joy Niles

***Mark in the lower left or right-hand corner: “IFB No. S00R8400019;
MUST BE OPENED BY ADDRESSEE ONLY.”***

***Bids must be sealed and clearly labeled exactly as indicated to ensure
that they are delivered intact and unopened.***

Pre-Proposal Conference: July 10, 2018, 10 am Local Time
Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706

Bid Due (Closing) Date and Time: July 24, 2018, at 2:00 P.M, Local Time

NOTICE

Prospective Bidders who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that any amendments to the IFB and other communications may be sent to them.

SMALL BUSINESS RESERVE PROCUREMENT

This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501 —14-505, Annotated Code of Maryland, and that are certified by the Department of General Services Small Business Reserve Program are eligible for award of a contract.

General Information

Summary

The Maryland Department of Housing and Community Development (DHCD) located at 7800 Harkins Road, Lanham, Maryland 20706, is seeking the services of a qualified, experienced vendor to perform scheduled external courier services managed by the Office of Operations and Administration on a daily basis to and/or from the Louis Goldstein State Comptroller's Office building and surrounding State Office buildings located within the Annapolis metropolitan area.

Contract Type

The Contract resulting from this solicitation shall be an indefinite quantity contract with firm fixed unit prices as defined in COMAR 21.06.03.06.A(2) (indefinite quantity) and 21.06.03.02.A(1) and (2) (fixed price and firm fixed price).

Contract Duration

The duration of the Contract shall be for one year. There are no renewal options.

Procurement Officer

The Procurement Officer is the primary point of contact in the State for purposes of this IFB prior to the award of any Contract. The name and contact information of the Procurement Officer are indicated in the title page.

The Department may change the Procurement Officer at any time, in which case written notice will be provided.

Contract Monitor

The Contract Monitor is the State representative for this Contract who is primarily responsible for Contract administration functions after Contract award. The name and contact information of the Contract Monitor are indicated on the title page.

The Department may change the Contract Monitor at any time, in which case written notice will be provided.

Questions

Inquiries regarding this IFB should be directed to the Procurement Officer.

Procurement Method

This Contract will be awarded in accordance with COMAR 21.05.07, which governs the procurement of items expected to cost \$25,000 or less.

Bid Closing Date and Time

All bids must be received at the address listed on the title page and no later than the Bid Due Date and Time indicated on the title page. **No late bids will be accepted.**

Duration of Bid

Bids submitted in response to this IFB are irrevocable for ninety (90) days following the closing date for bids. The Procurement Officer may extend this period, with the Bidder's written consent.

Multiple or Alternate Bids

Multiple and/or alternate Bids will not be accepted.

Award Basis

The Contract shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable bid price (per COMAR 21.05.07.06.D(2)). One (1) award shall be made.

Minority Business Enterprises (MBEs)

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation. MBE vendors are encouraged to obtain MBE certification from the Maryland Department of Transportation, Office of Minority Business Enterprise. Direct all certification-related questions to:

Office of Minority Business Enterprise
Maryland Department of Transportation
P.O. Box 8755
BWI Airport, Maryland 21240-0755
(410) 859-7328
<http://www.mdot.maryland.gov>

Small Business Reserve

This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501—14-505, Annotated Code of Maryland, and that are certified by the Department of General Services Small Business Reserve Program are eligible for award of a contract. For the purposes of a Small Business Reserve Procurement, a small business is a for-profit business, other than a broker, that meets the following criteria:

- A. It is independently owned and operated;
- B. It is not a subsidiary of another business;
- C. It is not dominant in its field of operation; and
- D. Either:
 - (1) With respect to employees:
 - (a) Its wholesale operations did not employ more than 50 persons in its most recently completed 3 fiscal years;
 - (b) Its retail operations did not employ more than 25 persons in its most recently completed 3 fiscal years;
 - (c) Its manufacturing operations did not employ more than 100 persons in its most recently completed 3 fiscal years;
 - (d) Its service operations did not employ more than 100 persons in its most recently completed 3 fiscal years;
 - (e) Its construction operations did not employ more than 50 persons in its most recently completed 3 fiscal years; and

- (f) The architectural and engineering services of the business did not employ more than 100 persons in its most recently completed 3 fiscal years; or
- (2) With respect to gross sales:
- (a) The gross sales of its wholesale operations did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;
- (b) The gross sales of its retail operations did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;
- (c) The gross sales of its manufacturing operations did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- (d) The gross sales of its service operations did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;
- (e) The gross sales of its construction operations did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years; and
- (f) The gross sales of its architectural and engineering operations did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

Note: If a business has not existed for 3 years, the employment and gross sales average or averages shall be the average for each year or part of a year during which the business has been in existence.

Further information on the certification process is available at eMaryland Marketplace.

F. Ineligible Bids or Proposals. Under a small business reserve procurement, a business that is not a certified small business is ineligible for award of a contract.

G. Before awarding a contract under a procurement designated as a small business reserve procurement, the Procurement Officer shall verify that the apparent awardee is certified by the Department of General Services as a small business. A procurement contract award under a small business reserve may not be made to a business that has not been certified.

H. Reporting. The designated procurement units shall submit a report on the Small Business Reserve Program annually as required under COMAR 21.13.01.03B.

Verification of Registration and Tax Payment

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 3+01 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdatcert3.resiusa.org/ucc-charter/>.

It is strongly recommended that any potential Bidder complete registration prior to the due date for receipt of Bids. A Bidder's failure to complete registration with SDAT may disqualify an otherwise successful Bidder from final consideration and recommendation for Contract award.

Mandatory Contractual Terms

By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted all terms and conditions of this IFB *and* the State's mandatory terms and conditions under COMAR 21.07.01: http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=21.07.01.*. Any exceptions to this IFB must be raised prior to Bid submission. Changes to the solicitation, including the Bid Form, made by the Bidder may result in Bid rejection.

Insurance Requirements

1. The Contractor shall maintain Commercial General Liability Insurance to cover losses resulting from, or arising out of, Contractor action or inaction in the performance of the Contract by the Contractor, its agents, servants, employees, or subcontractors, with a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate.

2. The Contractor shall maintain Automobile and/or Commercial Truck Insurance as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.
3. The Contractor shall maintain Crime Insurance to cover employee theft with minimum single loss limit of \$1,000,000 per loss, and a single loss retention not to exceed \$10,000.
4. Within five (5) Business Days of recommendation for Contract award, and before any work begins, the Contractor shall provide the Procurement Officer with current certificates of insurance, and shall update such certificates periodically, but no less than annually in multi-year contracts, as directed by the Contract Monitor. Such copy of the Contractor's current certificate of insurance shall contain at minimum the following:
 - a. Workers' Compensation – The Contractor shall maintain such insurance as necessary and/or as required under Workers' Compensation Acts, the Longshore and Harbor Workers' Compensation Act, and the Federal Employers' Liability Act.
 - b. Commercial General Liability as required in Section 1.
 - c. Automobile and/or Commercial Truck Insurance as required in Section 2.
 - d. Crime Insurance as required in Section 3.
5. The "State of Maryland, its officers, employees and agents" shall be listed as an additional insured on any Commercial General Liability, Auto Liability, Professional/Cyber Liability, and excess liability or umbrella policies with the exception of Worker's Compensation Insurance, which is currently handled by the Chesapeake Employer's Insurance Company (formerly Injured Worker's Insurance Fund). All insurance policies shall be endorsed to include a clause that requires that the insurance carrier provide the Contract Monitor, by certified mail, not less than 30 days' advance notice of any non-renewal, cancellation, or expiration. In the event the Contract Monitor receives a notice of non-renewal, the Contractor shall provide the Contract Monitor with an insurance policy from another carrier at least 15 days prior to the expiration of the insurance policy then in effect. All insurance policies shall be with a company licensed by the State to do business and to provide such policies.
6. The Contractor shall require that any subcontractors providing primary services (as opposed to non-critical, ancillary services) under this Contract obtain and maintain the same levels of insurance and shall provide the Contract Monitor with the same documentation as is required of the Contractor.

MINIMUM QUALIFICATIONS

The following qualifications shall be met to be considered for contract award:

1. The bidder shall a minimum of two years' experience and shall have been within the last two (2) years providing courier services.
2. Bidder must have an enclosed vehicle to transport documents and boxes.
3. Each courier operating under the contract must have a valid driver's license.

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SCOPE OF WORK

Background

The purpose of this IFB is to invite qualified, experienced firms to provide External Courier Services for the Department of Housing and Community Development on a daily basis and/or an as needed basis to the Annapolis Metropolitan area.

Detailed Specifications

1. The courier is required to have in possession at all times a company-issued photo identification. In addition to a uniform depicting the company's name and/or logo.
2. These services will entail the transporting of State documents to/from Lanham and the Annapolis Metropolitan area.
 - a. The documents may include (but are not limited to) mail, transmittals, as well as various transmittal checks which require insurance.
 - b. On occasion, the courier may be required to pick up and/or deliver boxes.
3. The contractor will furnish an enclosed vehicle (sedan, cargo, mini-van) and all equipment such as hand cart to transport requested items.
4. The contractor will be responsible for all costs associated with the operation and maintenance of their vehicle, including gasoline.
5. Contractor must ensure that each courier (driver) has a valid driver's license.
6. Services will be performed as follows:
 - a. Days of Service: Monday through Friday
 - b. A "courier assignment sheet" will be provided by DHCD listing specifics and sequence of stops to include routine and non-routine stops that are needed.
 - c. The courier will be required to **depart Lanham at 2:00 p.m.** in order to **arrive at the Comptroller's office by 3:00 p.m.**
 - d. The courier is **to be back at DHCD, 7800 Harkins Road, Lanham, Maryland by 4:00 p.m.**
 - e. The courier will be required most days to travel round trip from the Lanham building to the Annapolis Complex, while other days, a one-way trip will suffice. DHCD will notify the courier as to if a return trip is required via the courier assignment form.
7. Complete delivery/pick-up instructions will be included with each request for delivery/pick-up including:
 - a. The full address of the sender and recipient, including the room or suite
8. The contact name and direct dial phone number. If the courier encounters problems or delays (i.e., traffic), the courier is to call 301-429-7619 and advise Dale Dorsch, Kesha Williams or Deb Tolson (or their designee) as to his/her (the driver) situation, that they may or may not prevent them to be back at DHCD by 4 p.m., and their estimated time of arrival.
9. Services will be performed on regular work days (Mondays through Fridays) with the exception of State Holidays, week-ends or days that State offices are closed for inclement weather. Company that is awarded contract will be provided with a list of State holidays.
If no daily run is needed, DHCD will make a reasonable effort to notify contractor in advance.
10. Locations and number of stops may vary from day-to-day depending on the State business being conducted; however, the primary and first stop will consist of the Louis Goldstein State Comptroller's Office building located at 80 Calvert Street, Annapolis, Maryland.
11. In addition to 80 Calvert Street, the courier may be requested to stop at the following locations:
 - a. 45 Calvert Street – Department of Budget and Management
 - b. 29 St. Johns' Street – Department of General Services
 - c. 6 Bladen Street – House of Delegates Building
 - d. 11 Bladen Street – Miller Senate Building

- e. 110 College Avenue – James Senate Building
 - f. 90 State Circle – Legislative Services Building
 - g. State House – State Circle
 - h. 16 Francis Street – Wineland Building (previously known as Jeffrey Building)
 - i. In addition to potential locations within the Annapolis metropolitan area.
12. DHCD, at its' discretion, reserves the right to request a different courier should problems arise (i.e. behavioral, continual late arrivals, etc.)
13. The ability to lift 50 pounds or more.

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BID FORMAT

Required Bid Submissions. Submit three (3) copies of each of the following documents with original signatures *in a sealed envelope* to the Procurement Officer by the bid due date and time and to the address listed on the title page. Failure to include all required submissions may result in a bid being deemed non-responsive.

A. Transmittal Letter. A Transmittal Letter shall accompany the Bid and include the following:

1. Name and address of the Bidder;
2. Name, title, e-mail address, and telephone number of primary contact for the Bidder;
3. Solicitation Title and Solicitation Number that the Bid is in response to;
4. Signature, typed name, and title of an individual authorized to commit the Bidder to its Bid;
5. Federal Employer Identification Number (FEIN) of the Bidder, or if a single individual, that individual's Social Security Number (SSN);
6. Bidder's eMM number;
7. Bidder's MBE certification number (if applicable);
8. Acceptance of all State IFB and Contract terms and conditions; and

B. Completed Price Bid Form (**Attachment A**)

C. Proof of minimum qualifications (see p. 5).

1. Proof of required experience shall be provided in writing with the following information. A minimum of three (3) references each are required.
 - a. Name and address of business to whom courier services were provided.
 - b. Provide contact information for business references including name, telephone number and/or email address.
 - c. Dates for which courier services were provided.
 - d. Description of courier services provided
2. Written description of vehicle(s) that includes make, model, and year.
3. Copies of driver's licenses for all Bidders' couriers (drivers).

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ATTACHMENT A – PRICE BID INSTRUCTIONS AND FORM

IFB No. S00R8400019

COURIER SERVICES

The Price Bid Form is used to calculate the Bidder's TOTAL, EVALUATED BID PRICE. Follow these instructions carefully when completing your Price Bid Form:

- A. All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15, and must be the actual price per unit for the specific item or service identified in this IFB. Every blank below shall be filled in.
- B. All calculations shall be rounded to the nearest cent, i.e., .344 shall be .34 and .345 shall be .35.
- C. Except as instructed on the Price Bid Form, nothing shall be entered on or attached to the Price Bid Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render this Bidder's submission nonresponsive.

See separate Excel spreadsheet for the Price Bid Form